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ABSTRACT

Three sets of library arrangement guidelines are given for the small-school teacher. These guidelines relate to (1) order and receipt of materials, (2) classification and cataloging, and (3) care and repair of books. Details are given for establishing the card catalog, arranging books according to Dewey Classification, and organizing non-book materials. The manual also includes a bibliography of publications which will aid the teacher/librarian in acquisition and classification of library materials. (AN)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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# ALASKA DEPARTMENT OF EDUCATION

**Dr. Cliff R. Hartman, Commissioner**

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# THE SMALL SCHOOL LIBRARY

**Walter J. Hickel, Governor**

1967

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# THE SMALL SCHOOL LIBRARY

## Introduction

The primary purpose of this manual is to aid the teacher in the small school to arrange the school library so that the materials will be readily accessible to both the students and the teachers. It will serve as a general guide to the teacher who is responsible for the ordering of materials. It will aid the untrained cataloger to classify like materials together. The school library collection can include book materials and non-book materials.

Since this manual is designed to serve the needs of a particular group, the small school teachers, it will be slanted toward their needs.

This manual covers the order and receipt of materials, their classification and cataloging, the care and repair of books and a bibliography of titles to aid in the acquisition and classification of materials.

## Ordering

Books may be ordered from a bookstore, a publisher, or a jobber. The latter has contact with most publishers and is usually generous in discounts to libraries. The use of one source will save the need to place many small small orders with various publishers. The State of Alaska has a contract award for library books with a specific jobber.

Whatever order source is used bibliographic information -- author, title, date of publication, publisher and price -- should be as complete as possible.

There has been an increase in publishers' library editions of juvenile

books. This means that the publisher has prebound some titles that are intended for longer durability. The teacher may find two prices listed for one title. For example, the book may be listed at prices of $3.95 and $3.87 library binding. The $3.95 indicates the trade edition. Book lists indicate the publishers library binding as PLE, publishers library edition, or PLB, publishers library binding. The person ordering will need indicate the edition desired. A trade edition is generally acquired at a discount and a PLE is at net price.

Magazines can be purchased through subscription agencies.

Newspaper subscriptions are placed with the newspaper publisher.

Pamphlets are often free and are available by letter to the issuing firm.

Documents or publications issued by Alaska State agencies are available by letter to the issuing agency as long as the printing lasts. Documents of other states are available upon request but some sell at a nominal price. Almost every state issues periodic lists of its publications.

Federal documents are available on a myriad of subjects. Almost all of these are listed in the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS. Purchase is from the Superintendent of Documents, U. S. Government Printing Office and prepaid. The MONTHLY CATALOG lists the catalog number necessary for the order of each item and the price.

Recordings, films, filmstrips and pictures are available from firms that specialize in these commodities.

Microfilm editions of magazines and newspapers are available from various established sources.

The Division of State Libraries in the Department of Education can furnish specific information as to sources.

Receiving

When the materials ordered are received, they should be checked against the packing slip or the invoice. Each book should be leafed through to ascertain that it is not defective.

Magazines and newspapers should be recorded on a check-in card as they are received on subscription -- daily, weekly, monthly, bimonthly. This serves as a record of holdings.

Organization of books and other materials in schools

Books in libraries are shelved together with others of similar content or form. Other print and non-print materials are also maintained together. Such classified arrangement is useful to the borrower who wants to know what books are available in the fiction collection or on a particular subject, broad or specific. There are holdings in non-fiction collections that cover more than one subject.

The complete holdings of a library are indexed in a catalog without which a library is valueless. The card catalog is arranged in dictionary form -- author, title, and subject in one alphabetical arrangement -- is the most suitable one for the school library.

To locate a book in a library it is necessary to give a symbol to each

book and its catalog cards. A subject classification scheme shelves together everything on a subject with related materials near by.

The card catalog

The card catalog will tell what the library holds on a subject and the publications of an author. The catalog card describe the individual work and lists complete pertinent information -- author, title, illustrator, edition, place of publication, publisher, date, size, number pages, etc.

A set of catalog cards is prepared for each work cataloged. Each card in the set is a copy of the "main entry" or author card. The other cards in the set have an addition above the author's name for various subjects, titles, names needed under which the cards are filed. "Added entries" are the tracings located at the bottom of a card. These cards are found throughout the catalog.

Catalog cards may be purchased from the Library of Congress, the H. W. Wilson Company, may be typed by the library or are included with books processed by various commercial firms.

The form of the catalog card follow an established pattern. How much and what information to put on a card depends on its use and on the library borrowers. The arrangement of information on the card also has a set pattern.

Catalog card

A. Format

Call Number — Author (main entry)

Title, including subtitle, editor, joint authors, edition. Imprint (place of publication, publisher, date)

collation (paging or number of volumes) (Series -- in parenthesis)

Note (as for contents of a book or titles of individual volumes)

Tracings

B. Typing indention

Call number -- 2 spaces from left edge of card.

First indention -- 10 spaces from left edge, as for main entry.

Second indention -- 12 spaces from left edge -- as for beginning of title.

Third indention -- 14 spaces from left edge.

Author card — Fiction

Dickens, Charles, 1812-1870.
Great expectations. Edited by Doris Dickens. Illustrated by Ronald Searle. (1st American ed.) New York, Norton, 1962.

366 p. illus. 21 cm.

1. Title

Title card

Great expectations.
Dickens, Charles, 1812-1870.
Great expectations. Edited by Doris Dickens. Illustrated by Ronald Searle. (1st American ed.) New York, Norton, 1962.

366 p. illus. 21 cm.

1. Title

If necessary, a card would be made for added entries:

1. Dickens, Doris, editor.
2. Searle, Ronald, illustrator.

Author card

Non fiction

J
634.9
Ad

Adler, Irving.
Tree products by Irving and Ruth Adler. New York, John Day Co. 1967, c 1966.

48 p. illus. (part col.) 22 cm. (The Reason why books)

1. Forest products. I. Adler, Ruth, joint author. II. Title.

Title card

Tree Products.
J Adler, Irving.
634.9 Tree products by Irving and Ruth Adler.
Ad New York, John Day Co. 1967, c 1966.

48 p. illus. (part col.) 22 cm. (The Reason why books)

1. Forest products. I. Adler, Ruth, joint author. II. Title.

Subject card

FOREST PRODUCTS.
J Adler, Irving.
634.9 Tree products by Irving and Ruth Adler.
Ad New York, John Day Co. 1967, c 1966.

48 p. illus. (part col.) 22 cm. (The Reason why books)

1. Forest products. I. Adler, Ruth, joint author. II. Title

Joint Author card

| | |
|---|---|
| | Adler, Ruth, joint author. |
| J | Adler, Irving. |
| 634.9 | Tree products by Irving and Ruth Adler. |
| Ad | New York, John Day Co. 1967, c 1966. |
| | 48 p. illus. (part col.) 22 cm. (The Reason why books) |
| | 1. Forest products. I. Adler, Ruth, joint author. II. Title. |

Classification

The classification scheme used in most school libraries is the DEWEY CLASSIFICATION of Melvil Dewey. This is an outline of knowledge that divides all knowledge into ten subject classes (000-900). Each class is sub divided by 10, these 10 are again divided by 10 and each whole number by decimals for specific subjects.

The numerical notation, the call number, assigned each book appears on its companion catalog cards and is marked on the back or spine of the book.

Fiction and juvenile books are readily classified with an "F" and a "J". Picture or easy books can be classified as "E". The books are arranged alphabetically by author.

Many libraries use a "B" or 920 for individual biography. These are then shelved alphabetically by the name of the person covered in the

book.

A classification scheme thus arranges the physical volumes on the shelves but also arranges their description. General books on a subject are shelved first followed by the specific books and the procession is from one subject to another.

Dewey Decimal Classification

First Summary -- The 10 Classes

000 Generalities

100 Philosophy & related disciplines

200 Religion

300 The social sciences

400 Language

500 Pure sciences

600 Technology (Applied sciences)

700 The arts

800 Literature & rhetoric

900 General geography, history, etc.

## Second Summary -- The 100 Divisions

| | | | |
|---|---|---|---|
| 000 | GENERALITIES | 500 | PURE SCIENCES |
| 010 | Bibliographies & catalogs | 510 | Mathematics |
| 020 | Library science | 520 | Astronomy & allied sciences |
| 030 | General encyclopedic works | 530 | Physics |
| 040 | | 540 | Chemistry & allied sciences |
| 050 | General periodicals | 550 | Earth sciences |
| 060 | General organizations | 560 | Paleontology |
| 070 | Newspapers & journalism | 570 | Anthropology & biol. sciences |
| 080 | General collections | 580 | Botanical sciences |
| 090 | Manuscripts & book rarities | 590 | Zoological sciences |
| 100 | PHILOSOPHY & RELATED | 600 | TECHNOLOGY (Applied Sci.) |
| 110 | Ontology & methodology | 610 | Medical sciences |
| 120 | Knowledge, cause, purpose, man | 620 | Engineering & allied operations |
| 130 | Pseudo- & parapsychology | 630 | Agriculture & agric. industries |
| 140 | Specific philosophic viewpoints | 640 | Domestic arts & sciences |
| 150 | Psychology | 650 | Business & related enterprises |
| 160 | Logic | 660 | Chemical technology etc. |
| 170 | Ethics (Moral philosophy) | 670 | Manufactures processible |
| 180 | Ancient, med., Oriental philos. | 680 | Assembled & final products |
| 190 | Modern Western philosophy | 690 | Buildings |
| 200 | RELIGION | 700 | THE ARTS |
| 210 | Natural religion | 710 | Civic & landscape art |
| 220 | Bible | 720 | Architecture |
| 230 | Christian doctrinal theology | 730 | Sculpture & the plastic arts |
| 240 | Christ, moral & devotional theol. | 740 | Drawing & decorative arts |
| 250 | Christ, pastoral, parochial, etc. | 750 | Painting & paintings |
| 260 | Christ, social & eccles. theol. | 760 | Graphic arts |
| 270 | Hist. & geog. of Chr. church | 770 | Photography & photographs |
| 280 | Christ. denominations & sects | 780 | Music |
| 290 | Other religions & compar. rel. | 790 | Recreation (Recreational arts) |
| 300 | THE SOCIAL SCIENCES | 800 | LITERATURE & RHETORIC |
| 310 | Statistical method & statistics | 810 | American literature in English |
| 320 | Political science | 820 | Engl. & Anglo-Saxon literature |
| 330 | Economics | 830 | Germanic languages literature |
| 340 | Law | 840 | French, Provencal, Catalan lit. |
| 350 | Public Administration | 850 | Italian, Romanian etc. literature |
| 360 | Welfare & association | 860 | Spanish & Portuguese literature |
| 370 | Education | 870 | Italic languages literature |
| 380 | Commerce | 880 | Classical & Greek literature |
| 390 | Customs & folklore | 890 | Lits of other languages |
| 400 | LANGUAGE | 900 | GENERAL GEOG. & HISTORY ETC. |
| 410 | Linguistics & nonverbal lang. | 910 | General geography |
| 420 | English & Anglo-Saxon | 920 | General biog., geneal., etc. |
| 430 | Germanic languages | 930 | Gen. hist. of ancient world |
| 440 | French, Provencal, Catalan | 940 | Gen. hist. of modern Europe |
| 450 | Italian, Romanian, etc. | 950 | Gen. hist of modern Asia |
| 460 | Spanish & Portuguese | 960 | Gen. hist. of modern Africa |
| 470 | Italic languages | 970 | Gen. hist. of North America |
| 480 | Classical & Greek | 980 | Gen. hist. of South America |
| 490 | Other languages | 990 | Gen. hist. of rest of world |

The shelf list

The shelf list is a card catalog that has one entry for each title in the library. It is arranged in the same order as the books on the shelf, according to classification. On this card, in addition to the call number and cataloging information, is a notation of extra copies of the title if the library has them. Additional information can be listed such as price, source from which acquired, date acquired and accession number.

Nonfiction titles are arranged according to the classification number and then alphabetically by author within the number.

Fiction and juvenile cards are filed alphabetically by author.

The shelf list serves as the inventory record. It is used to see how books in certain subjects have been classified and what classifications have been used. It is a basis to determine the value of the library's holdings.

The accession book

Each book received is assigned a copy number in continuing sequence. This number, referred to as the accession number, is stamped or written on the book card and pocket and in the book preferably on the first right-hand page following the title page. It appears on the shelf list card. The numbers are recorded in an accession book and list author, title, publisher, date of acquisition and price paid. The accession book can also serve as an inventory record.

Accession numbers are never reused. Books withdrawn are crossed out in

the accession record.

Physical preparation

The book is stamped to identify ownership on the top and bottom while book is closed. Some libraries also stamp inside the cover.

The actual processing is done after the book is cataloged. A book card and pocket are typed for each book. The information includes the classification number, author, title and accession number. The pocket is pasted in either in front or at the back of the book. If date due slips are used, these are pasted on the flyleaf. The spine of the book is lettered with a pen, fine brush, or electric stylus. If plastic jackets are used pressure labels can be typed and applied to the spine.

Care and mending

Transparent plastic jackets are available to fit the colorful dust jackets. These ensure attractive shelves. They are easily attached with tape to the covers of the book so that it does not harm them. They can be wiped off when soiled and replaced when torn.

As books are returned from circulation they should be checked critically for soil and for signs of wear and tear -- torn pages, torn plastic covers if these are used, pencil or crayon markings, splitting backs, torn book pockets, etc.

Quick mending can be done at the library -- torn pages can be fixed with magic mending tape, plastic covers and pockets can be replaced, the application of mystic tape to the spine of a book and of paste between

the inner spine and book cover, etc., will enable more circulations of a book.

Library supply firms usually issue a pamphlet on book mending that informs how to-do-it as well as advertises their products.

Some soiled books can be wiped off with a damp cloth.

A book beyond rehabilitation with a reasonable amount of mending should be replaced with purchase of a new copy.

Non-book materials

Included here are paperbound books, pamphlets, newspapers, magazines, pictures, clippings, documents, maps, films, filmstrips, recordings, microforms, etc. These must be organized for use so that they are accessible to the student.

Paperbound books need not be cataloged. A book card and pocket are necessary for circulation. When the book is worn out it is discarded.

Pamphlets contain information more current than books but few need be retained permanently. A simple way to handle these is to place them in a Vertical File, or Pamphlet File, under a broad subject heading. A card can be inserted in the catalog for the subject and the call number should indicate V/F (Vertical File) or P/F (Pamphlet File).

Newspapers and magazines should be recorded on an appropriate periodical record card. Current issues are usually displayed in the main reading area. Older issues are shelved alphabetically in the stacks. A card should be included in the catalog under title of the newspaper or

magazine. It should list the first issue that the library holds. For reference use magazines may be retained for five years.

Pictures, clippings and documents should indicate date and source. They are assigned broad subject headings and put into the Vertical or Pamphlet File. A card should be put in the catalog for subject headings used and show the Vertical File as the call number.

Maps should be maintained in the Vertical File.

If a school library has films the simplest arrangement is by accession number such as F1, F2. The film should be cataloged and include information on title, producer, date, size (16 mm. or 35 mm.), color or black and white, running time and information about sound track. Catalog cards for films are filed in the catalog.

Filmstrips are treated similar to films: an accession number FS1, FS2, is assigned. Catalog cards should be prepared for each filmstrip and filed in the catalog. Information on the card should include title, manufacturer, date, series and accompanying aids.

Recordings are easily arranged by subject. Classification is by form -- opera, symphony, reading, vocal, etc. Cataloging information is taken from the label. The main entry card is for the composer or author, if it is a reading. Information on the card includes composer or author, title, arranger, performer, manufacturer, date, number of sides, size, speed and the title on the reverse side.

Microforms include microfilms, microcards, microprint and microfiche.

These are valuable to preserve materials and to conserve space.

They are expensive and require readers or reader-printers for copying.

The average small school library need not be concerned with these forms.

## Bibliography

Aids to catalog and classify


Akers, Susan G. SIMPLE LIBRARY CATALOGING. 4th ed. American Library Asso., 1954. $5.00.

Dewey, Melvil. DEWEY CLASSIFICATION AND RELATIVE INDEX. 2 v. 17th ed. Forest Press, 1965. $30.00.

Dewey, Melvil. DEWEY CLASSIFICATION AND RELATIVE INDEX. 9th abridged ed. Forest Press, 1965. $10.00.

Dewey, Melvil. DEWEY DECIMAL CLASSIFICATION AND RELATIVE INDEX. 2 v. 16th ed. Forest Press, 1958. $30.00. This prior edition is still useful.

Dewey, Melvil. DEWEY DECIMAL CLASSIFICATION AND RELATIVE INDEX. 8th abridged ed. Forest Press, 1959. $8.00. This prior edition is still useful.

Eaton, Thelma. CATALOGING AND CLASSIFICATION; an introductory manual. 3rd ed. Illini Union Bookstore, 1963. $5.00.

Piercy, Ester J. COMMONSENSE CATALOGING. H. W. Wilson Co., 1965. $5.00.

Rue, Eloise and Effie Laplante. SUBJECT HEADINGS FOR CHILDREN'S MATERIALS. American Library Association, 1952. $4.00.

Sears, Minnie Earl. LIST OF SUBJECT HEADINGS. 9th ed. H. W. Wilson Co., 1965. $8.00.


Aids for book selection (also useful to catalog)


THE AAAS SCIENCE BOOK LIST FOR CHILDREN, compiled by Hilary J. Deason. 2d ed. American Association for the Advancement of Science, 1963. $2.50; paper, $1.50.

THE AAAS SCIENCE BOOK LIST FOR YOUNG ADULTS, compiled by Hilary J. Deason. American Association for the Advancement of Science, 1964. $3.50; paper, $2.50.

A BASIC BOOK COLLECTION FOR ELEMENTARY GRADES. 7 ed. American Library Association, 1960. $2.00.

A BASIC BOOK COLLECTION FOR HIGH SCHOOLS. 7th ed. American Library Association, 1963. $3.00.

A BASIC BOOK COLLECTION FOR JUNIOR HIGH SCHOOLS. American Library Association, 1960. $3.00.

CHILDREN'S CATALOG. 11th ed. with annual supplements. H. W. Wilson, 1966. $17.00.

JUNIOR HIGH SCHOOL LIBRARY COLLECTION. 1st ed. with annual supplements. H. W. Wilson Co., 1965. $20.00.

JUVENILE BOOK LIST. Alaska State Library, monthly. Free.

MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS. Superintendent of Documents, monthly. $4.50 per year.

STANDARD CATALOG FOR HIGH SCHOOL LIBRARIES. 8th ed. with annual supplements. H. W. Wilson Co., 1962. $15.00.

YOUNG ADULT BOOK LIST. Alaska State Library, quarterly. Free.

## Periodicals

THE BOOKLIST AND SUBSCRIPTION BOOKS BULLETIN. American Library Association. $8.00. Published twice a month September -- July, once in August.

BULLETIN OF THE CENTER FOR CHILDREN'S BOOKS. University of Chicago Press. monthly. $4.50.

THE HORN BOOK MAGAZINE. Horn Book, 6 times a year. $5.00.

SCHOOL LIBRARY JOURNAL. R. R. Bowker. monthly September -- May. $5.00.

SCIENCE BOOKS: a quarterly review. American Association for the Advancement of Science. $4.50.

## Addresses

Alaska State Library
State Capitol Building
Pouch G
Juneau, Alaska 99801

American Association for the
Advancement of Science
1515 Massachusetts Avenue, N. W.
Washington, D. C. 2005

American Library Association
50 East Huron Street
Chicago, Illinois 60611

R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036

Forest Press, Inc.
Lake Placid Club
Essex County, New York 12948

Horn Book, Inc.
585 Boylston Street
Boston, Massachusetts 02106

The Illinois Union Bookstore
University of Illinois
715 S. Wright Street
Champaign, Illinois

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

University of Chicago Press
5750 Ellis Avenue
Chicago, Illinois 60637

H. W. Wilson Company
950 University Avenue
Bronx, New York 10452